



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*In-House/Tule River Tribal Members Only*

Opening Date: 10/31/2016

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Closing Date: 11/04/2016

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If you are interested in this position, please submit the following:

- Completed Application
- Proof of Typing Certificate
- Associate's Degree *(if applicable)*
- Tribal Identification
- If claiming Veteran Preference must submit DD214

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Administrative Assistant

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Department: Tribal Housing Rehab Program

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Work Schedule: Monday-Friday 7:00AM – 11:00AM

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Wage Rate: Pay Range 26: \$14.83/Hr./ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN; VETERANS PREFERENCE



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Administrative Assistant

**WORKSITE:** Tule River Indian Reservation  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Administrative Assistant is responsible for all documents, meetings, billings, files, suppliers, and vendors. Knowledge of all office machines, ability to use all types of software that is required.

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### DUTIES & RESPONSIBILITIES:

1. Prepares and modifies documents including correspondence, reports, drafts, memos and emails.
  2. Schedules and coordinates meetings, appointments and travel arrangements for department management as needed.
  3. Maintains office supplies for department
  4. Open and distribute the mail
  5. Arranges and participates in meetings as directed.
  6. Maintains employee files to document personnel actions, changes, and provides information for payroll and other uses.
  7. Assists with special projects or other administrative duties as needed.
  8. Operates office equipment to carry out the objectives of the job.
  9. Ensures adherence to policies & procedures and maintains confidentiality.
  10. Interacts with departments/employees in a polite and professional manner.
  11. Follows the procurement process for department purchases and adheres procurement policies.
  12. Other duties as assigned.
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### QUALIFICATIONS:

1. Minimum of a High School Diploma or G.E.D.
2. Graduation from a two year accredited community college preferred (Relevant employment experience may be substituted for formal education on a year for year basis.)
3. Two years of administrative experience.
4. Must successfully complete a background investigation and pre-employment drug/alcohol screen.
5. Must possess a valid California Driver's License and be insurable through the Tribe.
6. Type a minimum of 45 words per minute.
7. Proficient in Microsoft Office; Excel, Word, Publisher, and Power Point.
8. Must be dependable and able to work flexible hours when needed.
9. Must be professional, polite, and respectful towards all guests.
10. Able to work effectively with Native American community and Tribal Government.
11. Must have strong interpersonal skills, organized and be able to multi-task.
12. Work with minimum supervision.
13. Must be able to represent the employer in a professional and respectful manner.
14. Excellent customer service skills.
15. Must be able to handle extended hours when necessary.
16. Should be organized and methodical with the ability to multi-task.

Approved by TRTC: 2/12/2015

17. Should be persistent and polite in order to successfully solicit bids.
  18. Coordinates schedules for all employees.
  19. Assist in preparing for initial meetings, conferences and other events.
  20. Must have experience working with sensitive information. (Confidentiality)
  21. Maintain directory, contacts used by this department.
  22. Ability to retain and recall factual information.
  23. Must have strong office skills. (Such as filing and/or high organizational skills)
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#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of all office equipment.
  2. Knowledge of all multi budget expenditures for all projects.
  3. Skill to take directions and follow orders.
  4. Skill to maintain professionalism at all times.
  5. Skill to file accurately.
  6. Skill to apply excellent verbal and listening skills.
  7. Ability to read and comprehend documents pertaining to Tribal policies, procedures, rules, regulations.
  8. Maintain consistent regular attendance.
  9. Ability to type a variety of materials, consisting of letters, memorandums, project estimates, bids, schedules, community notices, and other contracts.
  10. Ability to communicate, effectively, delegate orders, schedule reservations and appointments.
  11. Ability to remain composed under stress and establishes effective working relationships.
  12. Ability to read and write common vocabulary.
  13. Ability to handle and maintain confidential information.
  14. Ability to identify problems, determines variable solutions, and adopts effective courses of action.
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#### **PHYSICAL REQUIREMENTS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position reports to:** Construction Foreman

**Salary:** Pay Range 26: \$14.83-\$18.99/Hr./ Non-Exempt

**Hours:** Monday-Friday 7:00AM – 11:00AM, varies as needed

**Benefits:** None

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT; VETERANS PREFERENCE**